

**PRIVATE SECURITY SERVICES ADVISORY BOARD  
TRAINING COMMITTEE MEETING MINUTES  
OCTOBER 24, 2002**

**Held at Richmond Security Services, Inc., Lynchburg, Virginia**

At approximately 10:00 a.m. Chairman Steve Martin called the meeting to order and welcome everyone.  
Those present at the meeting:

Hayward Long – PISA  
Martha Clancy – PISA  
Jim Rowe – Member-at-large  
Larry Daniel – Member-at-large  
Charles Carey – Member-at-large  
Cyndy Carey – Member-at-large  
Jim Hise-Member-at-large

**DCJS Representation**

Leon Baker  
Lisa Hahn  
Robert Hood

**PSSAB Members**

Steve Martin-Committee Chair  
Robbie Robertson-Committee Vice-Chair  
Brent Fortner – interested party

**Other Interested Parties**

Charles Tobin – Vance  
Karl Van Zandt – International Consultants  
Raymond Chow – International Consultants  
John Ebbert – Chesterfield Training Academy  
Pete Lupica – Alpha Security  
Edward Harris- Wackenhut Services  
Eugene Simpson-Wackenhut Services  
James Dillingham III

Motion was made by Larry Daniel and seconded by Hayward Long to suspend with the reading of the minutes dated Sept. 27, 2002 and approve them as they stand. Minutes were unanimously approved.

The committee then viewed the JTA regarding Armed / Unarmed Security Officers. Based on the review the committee recommends the following compulsory minimum entry level training hour requirements:

1. Unarmed security officer – 18 hours
2. Armed security officer/courier – 40 hours

The group then put together the following proposed Topical outlines:

1. Core Subjects Entry Level Training Topical Outline (Attachment #1)
2. Armed Security Officer/Courier Entry Level Training Topical Outline (Attachment #2)
3. Handgun Entry-Level Training Topical Outline (Attachment #3)
4. Entry-Level Shotgun Training Topical Outline (Attachment #4)

The group discussed Firearms training endorsement. It was felt that different weapons had different types of action and that it should be noted somewhere what action a person qualified with. The group recommends that on the training completion form the type of action – double action, all double action, double/single action, all single action, be noted on the form. Each time a person would change the type of action they would have to re-qualify so that it could be noted on a training completion form.

Regarding Low light range familiarization the following are recommendations from the group:

- 1) Regarding scoring: all hits inside the 7-ring count 5 points, any hits outside the 7-ring count 0 – zero- points.
- 2) Low light Course: Virginia Private Security Low Light Course Familiarization for Handguns
- 3) Remove the following:
  - a. (.380 caliber or above) under equipment needed.
  - b. duty ammunition should read 24 rounds
- 4) Any reference to holster loaded weapon, should read: come to ready.
- 5) Regarding the word draw, delete any reference to the word.
- 6) As previously recommended, delete phase 3 and any reference to a flashlight.

There being no further business, motion was made by Hayward Long and seconded by Larry Daniel to adjourn the meeting. Motion passed and the meeting was adjourned at approximately 3:00 p.m.

## **Attachment #1**

### **CORE SUBJECTS ENTRY-LEVEL TRAINING TOPICAL OUTLINE**

- I. ORIENTATION 2 HR.**
  - A. Virginia Code and Regulations
    - 1. Private Security Services 6 VAC 20-171
    - 2. The Code of Virginia 9.1 – 138 to 9.1 – 150
  - B. Code of Ethics
  - C. General Duties and Responsibilities of the Security Officer
- II. LAW 4 HR.**
  - A. Fundamentals of Law
    - 1. The United States Constitution – the Bill of Rights
    - 2. Virginia Court System
    - 3. Federal Court System
    - 4. Standard of proof for criminal vs. civil trials
  - B. Criminal
    - 1. Probable Cause
    - 2. Classification of Crimes
    - 3. Due Process of Law
  - C. Civil
    - 1. Liability
  - D. Harassment and Discrimination
  - E. Courtroom Testimony
- III. DOCUMENTATION 4 HR.**
  - A. Fundamentals of Report Writing
    - 1. Adhere to the basics (who, what, when, where, why, and how; and action taken)
    - 2. Note usual and unusual occurrences
    - 3. Use professional language
    - 4. Write complete, clear and concise statements
    - 5. Avoid opinion, judgment, and biases
    - 6. Practical exercise
  - B. Methods of Documentation
    - 1. Photos – Sketches - Diagrams, etc.
    - 2. Report Types
    - 3. Interviews
  - C. Communications
    - 1. Telephone
    - 2. Radio
    - 3. Other Communication
      - a. Verbal
      - b. Non-verbal
      - c. Written Communications

**IV. POST AND PATROL PROCEDURES 2 HR.**

- A. Security Patrol
  - 1. Patrol Preparation
  - 2. Foot/Vehicle Patrol
- B. Access Control
  - 1. Control access to client facility
    - 1. people
    - 2. property
    - 3. vehicle
  - 2. Understand perimeter security
    - 1. external
    - 2. internal

**V. VERBAL DE-ESCALATION TECHNIQUES 2 HR.**

- A. Alternatives to Confrontation
- B. Use of Force Continuum
- C. Use of Self-Defense
- D. Risk Assessment
- E. De-escalation Techniques

**VI. EMERGENCY PROCEDURES 4 HR.**

- A. Respond to Emergencies
  - 1. Incidents of bomb threat
  - 2. Incidents of fire
  - 3. Incidents of natural disasters
  - 4. Incidents of hazardous materials
  - 5. Incidents of medical emergency
  - 6. Incidents of power failure
  - 7. Incidents of violence
- B. General Crisis Procedures
- C. Secure and Protect Incident Scene

**Total      18 Hours**

**VII. WRITTEN EXAMINATION**

## **Attachment #2**

### **ARMED SECURITY OFFICER/COURIER ENTRY-LEVEL TRAINING TOPICAL OUTLINE**

#### **I. ARREST AUTHORITY, POLICES, AND PROCEDURES**

- A. Laws of Arrest
  - 1. Limitations on powers
  - 2. Constitutional protection
- C. Probable Cause
  - 1. Legal Procedure
  - 2. Documentation
- D. Search and Seizure
- E. Defensive Procedures
  - 1. Handcuffing
  - 2. Searching

**Total**

**8 Hours**

#### **II. WRITTEN EXAMINATION**

### **Attachment #3**

## **ENTRY-LEVEL HANDGUN TRAINING TOPICAL OUTLINE**

### **I. CRIMINAL LIABILITY of the USE of FIREARM**

### **II. CIVIL LIABILITY of the USE of FIREARM**

### **III. DEADLY FORCE**

A. Use of Deadly Force “Tennessee v. Garner 471 U.S. 1 (1985)”

B. Justifiable Deadly Force

C. Jeopardy

D. Preclusion

E. Report of Deadly Force Incident

F. “Nevers” of Deadly Force

### **IV. PRINCIPLES of MARKSMANSHIP**

A. Stance

B. Trigger Control

C. Grip

D. Sight Alignment

E. Sight Picture

F. Point of Aim

G. Breathing

H. Follow Through

### **V. WEAPON RETENTION**

### **VI. PRACTICAL FIREARMS HANDLING and SAFETY**

### **VII. JUDGEMENT SHOOTING**

### **VIII. DIM LIGHT SHOOTING FAMILIARIZATION**

### **IX. WRITTEN EXAMINATION**

### **X. VIRGINIA PRIVATE SECURITY COURSE of FIRE for HANDGUNS**

**Total**

**16 Hours**

### **Attachment #3**

## **ENTRY-LEVEL SHOTGUN TRAINING TOPICAL OUTLINE**

- I. PROPER USE and HANDLING of the SHOTGUN**
- II. NOMENCLATURE**
- III. POSITIONS and COMBAT LOADING TECHNIQUES**
- IV. DECISION MAKING for the OFFICER with the SHOTGUN**
- V. TRANSITION from SIDEARM to SHOTGUN**
- VI. SHOTGUN RETENTION and PROPER USE of a SLING**

**Total                      2 Hours**